

April 7, 2008

Mr. Robert Carlson, Village Administrator
Village of Williams Bay (Walworth County)
PO Box 580
Williams Bay, WI 53191

Dear Mr. Carlson,

I am pleased to inform you that the Village of Williams Bay has been delegated agent status in accordance with Wisconsin Administrative Code, s. Comm 61.60(5)(c), for commercial building code enforcement. Your municipality will have responsibility to do plan review and inspections of small commercial building projects to be constructed within the limits of the municipality (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) and authorization per s. 101.12(3)(g), Wis Stats., to do inspections of all size buildings in lieu of the department.

Your municipality has also been delegated the responsibility for inspecting all commercial buildings located within the Village of Williams Bay. An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.41. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. An agent municipality or county may waive its jurisdiction for the plan review of a specific project or types of projects, or components thereof, in which case plans and specifications shall be submitted to the department for review and approval.

I understand that David Henson will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors fulfill continuing education obligations to maintain their certification.

We will begin work on a press release announcing this action so that building owners and designers will know where to submit plans. Our agent program manager Henry Kosarzycki is available to meet with you and your inspector to discuss our procedures for state reviews and inspections in delegated agent municipalities, he can be reached at 608-212-0138.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Gregory C. Jones
Division Administrator

cc: David Henson, Building Inspector (Village of Williams Bay)
Henry Kosarzycki, Auditor and Agent Program Manager
Robert DuPont, Director, Bureau of Program Development
Randy Baldwin, Director, Bureau of Integrated Services
Amanda Jutrzonka, Office of Public Information